

## **NSF Proposal Preparation Tips for Business Managers**

### Electronic Requirements

Must be submitted electronically via the NSF FastLane or Grants.gov

PI must have an NSF FastLane account set up, contact Pat Gray in RA&F for assistance

### Format of the Proposal

Each section of the proposal that is uploaded to the FastLane must be individually paginated

Font requirements: Arial, Courier New or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger

A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.

One inch margin on each side

No more than 6 lines of type within a vertical space of one inch

Type density including characters and spaces must be no more than 15 characters per inch

A standard, single-column format should be used in the body of the proposal

### Cover Page

Select the program announcement/solicitation number

Select the program under the Unit for Consideration

### Project Summary

Must be one page in length

Include both intellectual merit and broader impacts

### Project Description

Must not exceed 15 pages

Results from Prior NSF Support is limited to 5 pages and is included in the 15 page limit

Visual materials such as graphs and charts are included in the 15 page limit

URLs cannot be used in Project Description

Proposals that include funding for postdoctoral researchers must include a separate section (within the 15 page limit) detailing the mentoring activities that will be provided. Proposals which do not include the mentoring section will be returned without review.

#### References Cited

Reference information is required

No page limitation

Used for bibliographic citations only

Use of et. al. is not allowed

#### Biographical Sketches

Required for all senior project personnel

Limited to two pages

Should not include personal information (home address, date of birth, etc.)

#### Budget and Budget Justification

Each proposal must contain a budget for each year of support requested

Budget justification is required for all proposals and is limited to three pages

Justification should provide detail for each item requested on the budget

Cost sharing cannot be included on Line M of the Budget unless specifically required by NSF solicitation

#### Special Information and Supplementary Documentation

Should be included as part of the 15 page project description

Not considered an appendix, in fact, appendices may not be included unless authorized by NSF in writing

Letters of support cannot be included unless required by the solicitation